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**CITY OF SAN ANTONIO ADMINISTRATIVE SERVICES DEPARTMENT**

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Issued By: SC  
BID NO.: A502-07

Date Issued: September 18, 2006  
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**FORMAL INVITATION FOR BIDS ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR  
POLICE FACILITIES**

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**Sealed bids in triplicate**, subject to the Terms and Conditions of this Invitation for Bids and other contract provisions, will be received at the City Clerk, City Hall until 2:00 P.M. Central Time **OCTOBER 3, 2006**.

The City of San Antonio Purchasing Department is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance may be received by visiting the Purchasing Office in the City Hall Annex, 131 W. Nueva, or by calling (210) 207-7260.

It is the policy of the City of San Antonio to involve qualified Small, Minority, Woman-owned, and local business in construction, procurement, professional services, and leases and concessions contracting. The City of San Antonio has established the following minority business enterprise (MBE), woman business enterprise (WBE), African-American business enterprise (AABE), and small business enterprise (SBE) utilization goals:

MBE Goal: 15% WBE Goal: 10%  
AABE Goal: 3% SBE Goal: 50%

This invitation includes the following:

Invitation for Bids

Specifications and General Requirements

Terms and Conditions of Invitation for Bids

Price Schedule

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder to fully comply with the Specifications and General Requirements for the amount(s) shown on the accompanying bid sheet(s). By signing below, Bidder has read the entire document and agreed to the terms therein.

Signer's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
(Please Print or Type)

Address: \_\_\_\_\_

Signature of Person Authorized to Sign Bid \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Please complete the following:

Prompt Payment Discount: \_\_\_\_\_% \_\_\_\_\_days. (If no discount is offered, Net 30 will apply.)

Please check the following blanks which apply to your company:

Ownership of firm (51% or more):

☐ Non-minority ☐ Hispanic ☐ African-American ☐ Other Minority (specify) \_\_\_\_\_

☐ Female Owned ☐ Handicapped Owned ☐ Small Business (less than \$1 million annual receipts or 100 employees)

Indicate Status: ☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Other (specify) \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**FOR CITY USE ONLY**

**AWARD**

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<b>Items Accepted:</b>	<b>Ordinance No:</b>	<b>Date:</b>	<b>Amount:</b>
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Approved: \_\_\_\_\_

**CITY OF SAN ANTONIO**

**TERMS AND CONDITIONS OF INVITATION FOR BIDS****READ CAREFULLY****1. GENERAL CONDITIONS**

Bidders (hereinafter “bidders”, “vendors” or “contractors”) are required to submit their bids upon the following expressed conditions:

- (a) Bidders shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.
- (b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (c) Bidders are advised that all City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, state and federal statutes. Any bid, after being opened, becomes subject to the Public Information Act, Government Code Chapter 552; therefore bidders must clearly indicate any portion of the submitted bid that the bidder claims is not subject to public inspection under the Public Information Act.
- (d) No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or shall benefit financially, directly or indirectly, in the sale to the City of any materials, supplies or services, except on behalf of the City as an officer or employee. This prohibition extends to the City Public Service Board, San Antonio Water System, and all City boards and commissions other than those which are purely advisory. In this instance a City employee is defined as any employee of the City who is required to file a financial involvement report pursuant to the City’s ethics ordinance.

**2. PREPARATION OF BIDS**

Bids will be prepared in accordance with the following:

- (a) All information required by the bid form shall be furnished or the bid may be deemed non responsive. The bidder shall print or type name and manually sign the schedule.
- (b) Where there is an error in extension of price, the unit price shall govern. Any bid that is considered for award by each unit or line item, must include a price for each unit or line item for which the bidder wishes to be considered. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of the City.

Any bid that is considered for award on an “all or none” basis must include a price quote for all units or line items. In an “All or None” bid, a unit price left blank shall be tabulated as a “zero”, and shall be deemed to be offered at no cost to the City.

- (c) Alternate bids may be allowed at the sole discretion of the City.

- (d) Proposed delivery time must be shown and shall include weekends and holidays, unless specified otherwise in this IFB.
- (e) Bidders will neither include federal taxes nor State of Texas limited sales excise and use taxes in bid prices since the City of San Antonio is exempt from payment of such taxes. An exemption certificate will be signed by City where applicable upon request by bidder.

### 3. DESCRIPTION OF SUPPLIES

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Each bid must clearly identify the proposed product, the quantity of the product, model, and type, as applicable. Prorata adjustments to packaging and pricing may be allowed at the sole discretion of the City.

### 4. ASSURANCE OF COMPLIANCE - EQUAL EMPLOYMENT OPPORTUNITY AND SMALL AND/OR MINORITY BUSINESS ADVOCACY REQUIREMENTS

It is the policy of the City of San Antonio that Small and/or Minority Business Enterprises shall have the maximum practicable opportunity to participate in the performance of public contracts. Bidder agrees that if this bid is accepted, he/she will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap or political belief or affiliation. In addition, bidder agrees, by submittal of this bid, that he/she will abide by all applicable terms and provisions of this Nondiscrimination Clause and the Small Business Advocacy Clause. These clauses are available in the City's Department of Economic and Employment Development and the City Clerk's Office.

### 5. SAMPLES, DEMONSTRATIONS AND TESTING

At the City's request and direction, bidder shall provide product samples and/or testing of items bid to ensure compliance with specifications. Samples, demonstrations and/or testing may be requested prior to award of the contract, upon delivery and/or at any point during the term of resulting contract. After notification, samples, demonstrations and/or testing must be provided within **ten** days. Failure to provide samples prior to award of contract will disqualify bidder from consideration. All samples (including return thereof), demonstrations and/or testing shall be at the expense of the bidder. Samples will be returned upon request; otherwise, samples will become property of the City of San Antonio, **ten** days after award of the contract.

### 6. SUBMISSION OF BIDS

- (a) **Bids in triplicate** shall be enclosed in sealed envelopes addressed to the City Clerk, City of San Antonio. The name and address of bidder, the date and hour of the bid opening, bid number and title of the bid solicitation shall be marked on the outside of the envelope(s).
- (b) Bids must be submitted on the forms furnished. Facsimile bids must be submitted in accordance with Par. 6 (a) above. Bids, however, may be modified provided such modifications are sealed and received by the City Clerk prior to the time and date set for the bid opening. However, the City of San Antonio shall not be responsible for lost or misdirected bids or modifications.
- (c) By submittal of this bid, bidder certifies to the best of his/her knowledge that all information is true and correct.

### 7. REJECTION OF BIDS

- (a) The City may reject a bid if:
  - 1. The bidder misstates or conceals any material fact in the bid; or
  - 2. The bid does not strictly conform to law or the requirements of the bid;
  - 3. The bid is conditional, except that the bidder may qualify the bid for acceptance by the City on an “All or None” basis or a “Best Value Item” basis. An “All or None” basis bid must include all items upon which bids are invited.
- (b) In the event that a bidder is or subsequently becomes delinquent in the payment of his, her or its City taxes, including state and local sales taxes, such fact shall constitute grounds for rejection of the bid, or if awarded the bid, for cancellation of the contract. However, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent bidder as a result of such contract.
- (c) The City may, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in Par. 7 (a) 3 above. The City at its sole discretion may also waive any minor informalities or irregularities in any bid, to include failure to submit sufficient bid copies, failure to submit literature or similar attachments, or business affiliation information.

## **8. WITHDRAWAL OF BIDS**

Bids may not be withdrawn after the time set for the bid opening, unless approved by the City Council.

## **9. LATE BIDS OR MODIFICATIONS**

Bids and modifications received after the time set for the bid opening will not be considered.

## **10. CLARIFICATION TO BID SPECIFICATIONS**

- (a) If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, other bid documents, or any part thereof, he/she may submit to the City Director of Purchasing on or before seven calendar days prior to scheduled opening, a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving bids. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this bid must be filed in writing with the Director of Purchasing on or before **seven** calendar days prior to the scheduled opening.
- (b) The City reserves the right to request clarification to assist in evaluating the bidder’s response when the bid response is unclear with respect to product pricing, packaging or other factors. The information provided is not intended to change the bid response in any fashion and such information must be provided within **two** days from request.

## **11. DISCOUNTS**

- (a) Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business (minimum ten days).
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services, or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

## 12. AWARD OF CONTRACT

- (a) Per Section § 252.043 of the Texas Local Government Code, the contract will be awarded to either the lowest responsible bidder or to the bidder who provides goods and/or services at the best value for the City. In determining best value, the City may consider price, reputation, quality, past relationship with City, SBEDA requirements, long term cost and any other relevant factors.
- (b) The City reserves the right to accept any item or group of items on this bid, unless the bidder qualifies his/her bid by specific limitations, in accordance with Par.7 (a) 3 above.
- (c) A written award of acceptance (manifested by a City Ordinance) and appropriation mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
- (d) The City of San Antonio reserves the right to utilize previous purchases as a basis for evaluation of bids when future usages are unable to be determined.
- (e) Breaking of tie bids shall be in accordance with the Texas Local Government Code § 271.901.
- (f) Although the information furnished to bidders specified the approximate quantities needed, based on the best available information where a contract is let on a unit price basis, payment shall be based on the actual quantities supplied. The City reserves the right to delete items, prior to the awarding of the contract, and purchase said items by other means; or after the awarding of the contract, to increase or decrease the quantities bid in accordance with § 252.048 of the Texas Local Government Code. No changes shall be made without written notification of the City.

## 13. CONTRACT TERMINATION

### TERMINATION-BREACH:

- (a) Should vendor fail to fulfill in a timely and proper manner, as determined solely by the Director of Administrative Services, its obligations under this contract, or violate any of the terms of this contract, the City shall have the right to immediately terminate the contract. Notice of termination shall be provided in writing to the contractor, effective upon the date set forth in the notice. Such termination shall not relieve the vendor of any liability to the City for damages sustained by virtue of any breach by the vendor.

### TERMINATION-NOTICE:

- (b) The City may terminate this contract without cause. The City shall be required to give the vendor notice **ten** days prior to the date of termination of the contract without cause.

### TERMINATION-FUNDING:

- (c) City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

#### 14. DELIVERY OF GOODS/SERVICES

- (a) All materials are to be delivered F.O.B., City of San Antonio's designated facility.
- (b) Delivery dates pertaining to this invitation must be clearly stated in the bid form where required and include weekends and holidays. Failure to comply with this requirement may be a cause for disqualification of the bid. Unless otherwise specified, delivery at the earliest date is required. The bidder will clearly state in the bid the time required for delivery upon receipt of contract or purchase order. Proposed delivery time must be specific and such phrases "as required", "as soon as possible" or "prompt" may result in disqualification of the bid.
- (c) Upon award of a contract, the vendor is obligated to deliver the goods to the destination specified in the Invitation for Bids or the Purchase Order and bears the risk of loss until delivery. If this Invitation for Bids or Purchase Order does not contain delivery instructions, bidders shall request instructions in writing from the Director of Purchasing. If the delivery instructions contained in the Invitation for Bids allocate delivery costs and risks in a manner contrary to this section, the provisions of this Invitation for Bids shall prevail.
- (d) When delivery is not met as provided for in the contract, the Purchasing Department reserves the right to make the purchase on the open market, with any cost in excess of the contract price paid by the vendor, in addition to any other damages, direct or consequential, incurred by the City as a result thereof. In addition, failure of the vendor to meet the contract delivery dates will be cause for removal of the vendor from the City's list of eligible bidders as determined by the Administrative Services Department.

#### 15. PERFORMANCE DEPOSIT

- (a) The following provisions shall apply only when a performance deposit is specified as required in this Invitation for Bids.
- (b) The successful vendor must furnish the City of San Antonio with a performance deposit in the amount set forth in the Invitation For Bids. This deposit is not to be submitted with the bid, but must be presented to the Administrative Services Department within **ten** days from request.
- (c) The City of San Antonio will not enter into a contract or issue a purchase order until the successful vendor has complied with the performance deposit provisions.
- (d) The performance deposit shall be in the form of a performance bond (in a form acceptable to the City Attorney), cashier's check, certified check upon a state or national bank or trust company, or a check on such bank or trust company signed by a duly authorized officer thereof (checks to be drawn payable to the City of San Antonio), or a Certificate of Deposit from such bank or trust company assigned to the City of San Antonio, or an irrevocable letter of credit from a state or national bank or trust company.
- (e) The performance deposit of the successful vendor shall be returned by the City upon completion of the contract and final acceptance of all items in accordance with conditions thereof.
- (f) Failure of successful vendor to perform any of the services required by this contract within **ten** days of receipt of written demand for performance from City, or failure of vendor to correct or replace defective goods or products within **ten** days from receipt of written demand therefore, shall constitute a total breach of this

contract and shall cause this contract to terminate immediately upon the expiration of the ten day period. In the event of such termination, the performance deposit shall be retained by the City of San Antonio as liquidated damages, based upon mutual agreement and understanding between vendor and City at the time this bid is solicited, submitted and accepted, that the City of San Antonio is a governmental agency engaged in public projects, and that the measurement of damages, which might result from a breach of the terms and specifications herein is difficult or impossible to determine. However, the Director of Administrative Services with the concurrence of the City Manager, may return all or part of the performance deposit to the vendor if the Director determines, in the Director's sole discretion, that the failure to perform the conditions of this contract was the result of acts or events over which the vendor had no control. The determination shall then be final and binding on all parties.

## 16. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by both parties hereto that the City is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the City.

## 17. BID RESULT REQUEST

Any party who wishes to be provided documents relating to the bid results shall make a request in writing. Pursuant to state law, the City may assess a fee in order to recoup the cost related to providing the requested information.

## 18. PATENTS/COPYRIGHTS

The successful vendor agrees to indemnify and hold the City harmless from any claim involving patent infringement or copyrights on goods supplied.

## 19. INDEMNITY

- a) **CONTRACTOR** covenants and agrees to **FULLY INDEMNIFY** and **HOLD HARMLESS**, the **CITY** and the elected officials, employees, officers, directors, and representatives of the **CITY**, individually or collectively, from and against any and all costs, claims, liens, damages losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal injury or death and property damage, made upon the **CITY**, directly or indirectly arising out of resulting from or related to **CONTRACTOR'S** activities under this **CONTRACT**, including any acts or omissions of **CONTRACTOR**, any agent, officer, director, representative, employee, consultant or subcontractor of **CONTRACTOR**, and their respective officers, agents, employees, directors and representatives while in the exercise or performance of the rights or duties under this **CONTRACT**, all without, however, waiving any governmental immunity available to the **CITY** under Texas Law and without waiving any defenses of the parties under Texas Law. The provisions of this **INDEMNIFICATION** are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. **CONTRACTOR** shall promptly advise the **CITY** in writing of any claim or demand against the **CITY** or **CONTRACTOR** known to **CONTRACTOR** related to or arising out of **CONTRACTOR'S** activities under this **CONTRACT** and shall see to the investigation and defense of such claim or demand at **CONTRACTOR'S** cost. The **CITY** shall have the right, at its option and at its own expense, to participate in such defense without relieving **CONTRACTOR** of any of its obligations under this paragraph.
- b) It is the **EXPRESS INTENT** of the parties to this contract, that the **INDEMNITY** provided for in this section, is an **INDEMNITY** extended by **CONTRACTOR** to **INDEMNIFY**, **PROTECT** and **HOLD HARMLESS** the **CITY** from consequences of the **CITY'S OWN NEGLIGENCE**, provided however, that

the **INDEMNITY** provided for in this section **SHALL APPLY** only when the **NEGLIGENT ACT** of the **CITY** is a **CONTRIBUTORY CAUSE** of the resultant injury, death, or damage, and shall have no application when the negligent act of the **CITY** is the sole cause of the resultant injury, death, or damage. **CONTRACTOR** further **AGREES TO DEFEND, AT ITS OWN EXPENSE** and **ON BEHALF OF THE CITY AND IN THE NAME OF THE CITY**, any claim or litigation brought against the **CITY** and its elected officials, employees, officers, directors and representatives, in connection with any such injury, death, or damage for which this **INDEMNITY** shall apply, as set forth above.

## **20. INSURANCE**

If required, specific insurance provisions will be included in bid specifications. An original, certified copy of an insurance certificate meeting the requirements set forth in these specifications **will be submitted within 10 days upon request**. The successful vendor will be required to maintain, at all times during performance of the contract, the insurance detailed in bid specifications. Failure to provide this document may result in disqualification of bid

## **21. ACCEPTANCE BY CITY**

The City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by vendor. The City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. The City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

## **22. WARRANTY**

The supplies or services furnished under this contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services.

## **23. CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders will be made in writing by the City of San Antonio Administrative Services Department.

## **24. ASSIGNMENT**

The successful vendor shall not sell, assign, transfer or convey this contract in whole or in part, without the prior written consent of the City of San Antonio Administrative Services Department. Any such assignment or transfer shall not release vendor from all contractual obligations.

## **25. INTERLOCAL PARTICIPATION**

- (a) The City may, from time to time, enter into Interlocal Cooperation Purchasing Agreements with other governmental entities or governmental cooperatives (hereafter collectively referred to as "Entity" or "Entities") to enhance the City's purchasing power. At the City's sole discretion and option, City may inform other Entities that they may acquire items listed in this Invitation for Bids (hereafter "IFB"). Such acquisition(s) shall be at the prices stated herein, and shall be subject to bidder's acceptance. Entities

desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities

- (b) In no event shall City be considered a dealer, remarketer, agent or other representative of Vendor or Entity. Further, City shall not be considered and is not an agent; partner or representative of the Entity making purchases hereunder, and shall not be obligated or liable for any such order.
- (c) Entity purchase orders shall be submitted to Vendor by the Entity.
- (d) Vendor authorizes City's use of Vendor's name, trademarks and Vendor provided materials in City's presentations and promotions regarding the availability of use of this contract. The City makes no representation or guarantee as to any minimum amount being purchased by City or Entities, or whether Entity will purchase utilizing City's contract.

**CITY WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY OBLIGATIONS, INCLUDING, BUT NOT LIMITED TO, PAYMENT, AND FOR ANY ITEM ORDERED BY AN ENTITY OTHER THAN CITY.**

## **26. QUESTIONS**

Questions regarding interpretation of bids, bid results or bid awards should be directed to the Administrative Services Department at (210) 207-7260.

**SPECIFICATIONS AND GENERAL REQUIREMENTS**

**PERIOD OF CONTRACT:** Contract shall be upon award by the San Antonio City Council and terminating September 30, 2007.

The City of San Antonio reserves the right to extend the contract period for two (2) additional 1-year periods based on the initial bid submitted, upon mutual consent of City of San Antonio and the contractor.

**SCOPE:** The City of San Antonio is soliciting bids to provide janitorial service and supplies for Police Facilities. Janitorial service shall include facility cleaning, disinfecting, trash removal and floor maintenance.

**STANDARD REQUIREMENTS:**

1. Prospective bidders must prove beyond any doubt to the City Purchasing Manager that they are duly qualified, capable, bondable, etc. to fulfill and abide by the specifications herein listed.
2. When contractor cannot abide by terms and conditions in fulfilling the contract, contractor must supply service or supplies from other sources at the contract price. If contractor delays in the above, the City reserves the right to purchase on the open market and charge contractor the difference between contract price and the purchase price.
3. The Annual Contract shall include the following terms and conditions:
  - (a) An Annual Contract purchase order will not be issued for each City agency authorized to place orders against this annual contract. A contract purchase order will be issued per order. Vendor must have the Contract Purchase Order before making any delivery. Payment will be made by the City on a monthly basis.
  - (b) All invoices must be submitted in duplicate and show each purchase order number and corresponding City agency. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All items must show unit prices or otherwise specified. If prices are based on discounts from list, then list prices, discounts in terms of percentage, and net prices must be shown. If prices are based on list prices basis, then the list prices, the "plus" in terms of percentage, and net unit prices, extensions and net total prices must be shown. In connection with any term discount offered, time will be computed from the first of the month following receipt of supplies or services, or a correct invoice. Payment is deemed to be made on the date of mailing of the check (Paragraph 11b on the Terms and Conditions of Invitations for Bids is hereby deleted.).
  - (c) Bidders' facilities and equipment will be a determining factor in making the bid award. All bidders may be subject to inspection of their facilities and equipment.
4. Price must remain firm for the duration of the contract period.
5. The City reserves the right to extend the term of the contract in 30 day increments, not to exceed 90 days total with written notice to the vendor; provided, that the City shall give the vendor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the City to an extension.

- 6 ADD-ON SITES. The San Antonio Police Department may add on additional sites during the term of this contract. The vendor will make a survey of the site and the equipment to determine the monthly charges. The vendor will provide a firm quote to the Police Department Facilities Special Projects Coordinator and Purchasing Department Buyer. If accepted, the add-on site or sites will become part of this contract.

GENERAL CONDITIONS:

1. The contractor shall be required to furnish all labor, tools, fuel equipment, materials and supplies including floor cleaners, strippers, sealers, finishes, trash bags (plastic liners), dust treatments, etc., to accomplish required work in accordance with the respective schedules for each facility. (See "Cleaning Frequency" page 17). The City shall supply toilet tissue, deodorants, and paper towel products. The contractor shall ensure compliance with all work requirements.
2. Contractor shall comply with all Federal and State laws as well as City ordinances and codes applicable to contractor's operations under this contract.
3. The contractor shall do all work in a superior workmanlike manner, satisfactory to the City of San Antonio.
4. The Contractor must be an established company located and performing this type of service within Bexar County.
5. Bids shall be considered only from bidders who are regularly established in business, are financially responsible, able to show evidence of satisfactory past performance, competence, and who are ready, willing and able to render prompt and satisfactory services.
6. Contractor SHALL submit a monthly detailed legibly written report verifying performance of service. A separate report (Field Work/Service Ticket) will be submitted for each of the locations serviced under this contract and MUST have a legibly printed name and signature of the building Commander, Supervisor or designated representative of the Police Department. These reports will be submitted to:

**POLICE DEPARTMENT  
RESOURCE MANAGEMENT DIVISION  
FACILITIES MANAGEMENT  
214 W. NUEVA  
SAN ANTONIO, TX 78207**

7. Contractor SHALL submit, to the Police Department Facilities Special Projects Coordinator a schedule of weekly monthly, quarterly, semi-annual and annual services to be performed at the location(s) covered under this contract within thirty (30) days of being awarded the contract. All work is to be performed only during specified days and times unless contractor has received prior approval, per incident, from the Police Department Facilities Special Projects Coordinator or designated representative. Any canceled routine maintenance service MUST be rescheduled for the next business day and with approval from the Police Department Facilities Special Projects Coordinator or designated representative.

8. Additional work on this contract can only be done with prior approval by the Police Department Facilities Special Projects Coordinator or designated representative. The City, however, reserves the right to solicit bids from other companies on repair work that is not specifically included in the scope of this contract.
9. The City will not be responsible for vendor vehicles that are ticketed for parking violations received while performing the work described herein. Contractor shall be responsible for arranging for the legal parking of his service vehicles.
10. All costs associated with fulfilling the services of this contract (including, but not limited to, shop supplies and environmental/disposal fees) shall be included in bid price.
11. Bidders are strongly recommended to schedule site-inspections of all buildings and properties that are the subject of this contract. The bidder should become familiar with the amount of labor, materials, and equipment that will be required in the performance of the work under this contract prior to placing bids. The bidder shall carefully examine these specifications and if necessary, secure from the owner any additional information that may be requisite to a clear and full understanding of the work. The bidder will be held to have examined the site(s) and be satisfied as to the extent of the work and as to the conditions under which the bidder will be obligated to perform or that will in any manner affect the work under this contract.
12. Contractor SHALL provide, to the Police Department Facilities Special Projects Coordinator or designated representative, a bound booklet or binder listing all products to be used at each location and their accompanying Material Safety Data Sheets (MSDS's) within thirty (30) days of being awarded the contract.
13. Contractor MUST provide, at his own expense, within thirty (30) days of award of contract, proof of criminal background history on all service employees that will be accessing police facilities. Also, during the term of the Contract if additional or replacement persons are proposed to perform work, the Contractor shall provide, at his own expense, a current criminal background history to be submitted to the Police Department Facilities Special Projects Coordinator before accessing the facilities. No persons will be allowed to access buildings with an active felony arrest or history of felony conviction.
14. Contractor shall be aware that this service agreement will be monitored by City personnel. All maintenance procedures and workmanship will be those recommended by professional trade standards.
15. The contractor shall provide appropriate barricades and signage as recommended by professional trade standards, for the safety of the public and all personnel while performing all cleaning services.
16. Standard of Conduct:

Neglect of duties shall not be condoned. The Contractor shall enforce no sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the work area.

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient City operations.

Intoxicants and Narcotics; the Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects. Smoking and the use of tobacco products is prohibited during working hours and in all City facilities.

17. The Contractor shall respond to a request for EMERGENCY SERVICE also known as unscheduled maintenance within two (2) hours.

18. REFERENCES:

The contractor shall furnish with bid submittal, a list of three (3) customers that are currently receiving like services. The reference list shall include the company name, contact person, phone number and type of service(s) provided. References may be used to determine successful contractor, if deemed to be in the best interest of the City. Bids submitted without the required documentation may be subject to rejection.

19. The contractor shall submit invoices to the City of San Antonio at the end of each month. Invoices must list the City location and all invoices are to be signed by the designated City representative.
20. Where available, the City shall furnish space at each location for the purpose of storing the contractor's equipment and supplies. This storage space must be maintained in a neat and orderly manner. The City of San Antonio shall not be liable nor assume security against loss or damage.
21. Non-performance or unsatisfactory work will be deducted from the monthly payment. The amount deducted shall be negotiated between the contractor, the Police Department Facilities Special Projects Coordinator and the Director of Administrative Services Manager. The City reserves the right to cancel the contract due to non-satisfactory performance, in accordance with the Terms and Conditions of Invitation For Bids, Section 13, Contract Termination.
22. The Contractor's employees shall wear clean, neat and complete uniforms with name or ID tag when on duty. All employees shall wear uniforms approved by the City's Representative. (Uniforms as defined as shirt with collar identifying company logo with matching pants/shorts.).The employee will be required to wear closed toed footwear.

SPECIFICATIONS:

1. The Contractor shall be responsible for moving any furnishings (chairs, tables, etc.) to successfully accomplish floor maintenance services as well as for the proper placement of said furnishing once work has been completed. Contractor will also be required to move the furniture in the carpeted areas when they are to be shampooed.
2. The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors as recommended by professional trade standards. Any observed instances of slippery or slick floors shall be corrected immediately by the contractor at no additional costs to the City.
3. Contractor shall only use water-based (non-solvent or non-petroleum based) cleaners, sealers, waxes, finishes and strippers. Use of solvent or petroleum based products must be approved by the Police Department Facilities Special Project Coordinator.

4. Contractor shall exercise extreme caution to prevent splashing of walls, baseboards or furnishings and from hitting or otherwise damaging walls, baseboards or furnishings with the floor machine equipment. Contractor, at no charge to the City, will be responsible for the cleaning or repair of walls, baseboards and furnishings soiled or damaged as a result of contractors activities.
5. Key Control:

The Contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. The Contractor shall not duplicate keys without the City of San Antonio's approval. Where it is determined that the Contractor or its agents have duplicated a key without permission of the City, the Contractor shall remove the individual(s) responsible from this contract. If the Contractor has lost any such keys, the Contractor shall immediately notify the City. In either event, the Contractor shall reimburse the City for the cost of re-keying that portion of the system.
6. The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Police Department Facilities Special Projects Coordinator or designated representative for review within thirty (30) days after contract is awarded. The Police Department Facilities Special Projects Coordinator or designated representative must approve these general instructions before issuance.
7. Certain areas, at each facility, may require an escort and can only be entered during scheduled times. The General Instructions for the work force shall emphasize security requirements so that accidental security violations do not occur.
8. Contractor shall schedule cleaning requirements so that it causes minimal disruption to the normal operation of individual facilities. The Police Department Facilities Special Projects Coordinator or designated representative shall review the schedules presented and determine if the schedule meet the needs of the individual facilities.
9. Custodial personnel shall be required to pick up trash immediately around the outside of the buildings.
10. Temporary/Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at individual facilities. The Contractor shall provide these services in addition to the scheduled services specified in this contract. The City shall order these services on an as needed basis. This work shall be performed by Contractor trained employees, and shall not be subcontracted. The City may require the Contractor to provide temporary additional services with twenty (24) hour advance notice.

TYPES OF SERVICES:

STANDARD SERVICES shall include:

1. TRASH REMOVAL

Emptying all waste and ash/trash receptacles and washing or wiping them clean with a damp cloth, replacing trash bags (plastic liners) and returning items where they were located. Removing trash to designated area as directed by the City and keeping trash area in a reasonably clean condition.

2. SWEEPING/DUST MOPPING

Floors shall be swept or dust mopped according to said schedule. Sweeping compounds shall not be used on finished floors, however, a wax-based sweeping compound may be used on garage or unfinished concrete floors. Floors shall present a clean appearance with no loose dirt or debris in evidence including in corners, expansion joints, and other places accessible to the broom, hand broom or dust mop.

3. REMOVING GUM/TAR, ETC.

Surface accumulations to include but not limited to, chewing gum, tar, hardened dirt, and wax buildup, which cannot be removed by means of a mop, broom, or dust mop, shall be scraped and then removed. Care shall be taken to avoid damage to floor tiles or finish. All gum, tar and other soils shall be removed as soon as discovered.

4. SPOT MOPPING

Contract shall spot mop as per schedule and as needed, spills, spots and stains shall be damp mopped to ensure a uniformly clean appearance. Spilled materials such as alcohol or other chemicals may result in stains which penetrate floor finishes. Should this happen, contractor shall apply a light coat of floor finish to repair the damage and present a uniform appearance. Spills, spots and stains shall be mopped up to assure a uniform clean appearance.

5. MOPPING

Floors shall be damp or wet mopped according to said schedule in order to maintain a uniformly clean appearance. Disks of cardboard or plastic shall be placed under or around furniture legs to prevent rust stains. Mopped floors shall be free from streaks, spots, stains, smears, mop strands and other unsightly appearance.

6. STRIPPING AND REFINISHING:

Contractor shall be responsible for the removal of all accumulations including dirt, finish, discoloration, stains, and/or rust spots from finished floors at each City facility. Dry stripping procedures shall not be permitted at any City facility.

Floors shall be clean and free from scuffmarks, stains, rust, dirt, gum, tar, old finish, etc. before finish is to be applied. Floors must be thoroughly rinsed prior to applying finish.

Contractor must apply a minimum of two (2) coats of a high-grade, commercial water-base sealer, and three (3) coats of a high-grade, commercial water base floor finish.

Finished or refinished floors shall present a uniform shine and shall not have buildups or finish along edges or in corners. Coats shall be applied with adequate time for drying allowed between coats and

must be properly applied to floor. Overlapping finish marks shall not be apparent and all omissions shall be blended in with additional coatings to assure uniformity.

7. SPRAY BUFFING:

Contractor shall be responsible for ensuring a high gloss, non-slippery finish on all floors. Floors shall have a uniform high shine and be free of streaks, scuffmarks, and other unsightly appearance.

8. CARPET CLEANING/SHAMPOOING

Contractor shall be responsible for the removal of all accumulations to include but not limited to, dirt, discoloration, stains and/or rust spots, chewing gum, tar which cannot be removed by means of vacuuming or sweeping. Care shall be taken to avoid damage to the carpet. All gum, tar and other soils shall be removed as soon as discovered.

Contractor shall, using water-based (non-solvent or non-petroleum based) cleaners, shampoo and extract carpeted areas. Use of solvent or petroleum based products must be approved by the Police Department Facilities Special Project Coordinator.

9. RESTROOM/SHOWER DISINFECTION

Contractor shall empty all waste receptacles, Sweep and/or dust mop all hard surface floors, Damp mop all floors with a germicidal/quaternary disinfectant, Vacuum and spot clean carpet areas, Clean/Disinfect/Scour (using a germicidal/quaternary disinfectant) all sinks, washbasins, counters, commodes, urinals and shower stalls. All dispensers shall be checked and refilled with paper towel, toilet tissue, deodorizers and/or soap as necessary. All mirrors, glass surfaces, door and adjacent glass panels and bright metal work shall be cleaned and dry polished.

All spots and graffiti shall be removed from restroom stall partitions, tile walls and all doors and kick plates shall be wiped clean.

DAILY CLEANING REQUIREMENTS SHALL CONSIST OF:

1. Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is raining. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
2. Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and CRT screens, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.
3. Vacuum clean all rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.

4. Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, shall be done using suitable non-abrasive and non-corrosive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill paper towels, toilet paper, and soap in all bathrooms as often as needed and wipe clean receptacles once per day. When applicable, the Contractor shall check bathrooms and shower facilities several times daily to ensure that the facilities are always clean and neat. Clothes, sponges and other items used to clean toilets and urinals shall not be used to clean sinks and counter tops.
5. Emptying all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
6. Removing trash to designated area as directed by the City, and keeping trash area in a reasonably clean condition.
7. Removing any grease marks or fingerprints from walls, doors, doorframes, windows and window frames, glass desk protectors, reception booths and partitions.
8. Where applicable, sweeping debris from walkways and driveways and hose cleaning them during appropriate climatic and water use conditions.

#### LOCATION CLEANING FREQUENCY:

1. The Las Palmas Store Front located at 803 Castroville Road, San Antonio, Texas 78237, shall require services to be performed only one (1) day per week.
2. The Downtown Foot/Bike Patrol Detail located at 240 E. Houston St., San Antonio, Texas 78205, shall require service to be performed five (5) days per week.
3. The Downtown Vehicle Transportation Unit located at 443 9th Street, San Antonio, Texas 78215, shall require service to be performed five (5) days per week.
4. The Growdon Rd. Vehicle Impound/Storage facility, 3625 Growdon Rd., San Antonio, Texas 78227, shall require service to be performed seven (7) days per week.
5. Contractor shall coordinate with each facility supervisor for specific cleaning schedules.

#### FREQUENCY OF CLEANING

##### 1. DAILY

- a) Empty wastebaskets.
- b) Clean and disinfect all sinks, washbasins and drinking fountains.
- c) Sweep and/or dust mop all hard surface floors.
- d) Damp mop floors using a neutral cleaner. (Floors shall be buffed daily to maintain a high gloss.)
- e) Sweep concrete and other rough floor surfaces.
- f) Sweep outside walks and porches at entrance/exit areas.
- g) Clean all cigarette/ashtray containers.

- h) Clean, dust and remove fingerprints from all office furniture, computer monitors, work counters, mini-blinds and display areas.
- i) Refill paper towel, tissue and soap dispensers.
- j) Vacuum and spot clean carpet areas.
- k) Clean interior and exterior of all glass doors, interior glass displays and service windows.
- l) Clean/disinfect (using a quaternary disinfectant) kitchen appliances, sinks and surfaces (where applicable).
- m) Restroom/shower disinfection

2. WEEKLY (once a week)

- a) All hard surfaced floors shall be buffed to a high gloss (where appropriate).
- b) Deep clean/disinfect (using a germicidal/quaternary disinfectant) shower rooms/stalls, tiled restroom/washroom areas and toilet stalls.
- c) Baseboards and kick plates will be cleaned.
- d) Stairwells to be cleaned and swept (where appropriate).

3. MONTHLY (every thirty days)

- a) Dust all high areas and surfaces above six (6) feet.
- b) Wipe clean desks' sides and legs.
- c) Wash all windows.

4. QUARTERLY (every three months)

- a) Strip, seal and refinish designated hard floor surfaces.
- b) Vacuum surface and wipe clean air conditioning wall vents (supply and return grills) shall be cleaned.
- c) Vacuum surface and wipe clean window air conditioners (where applicable).

5. SEMI-ANNUALLY (every six months)

Shampoo and extract all carpeted areas every six (6) months or as required.

Note: Contractor shall coordinate this activity with the designated City Facility Supervisor prior to beginning of work.

**SITE INSPECTION:**

- Item 1.** Las Palmas Store Front, located at 803 Castroville Road, San Antonio, Texas 78237. To schedule a site inspection, please contact the Police Department Special Projects Coordinator, George Pettit (210) 207-7563, Officer Marc Gallardo at (210) 207-7420, or designated representative.
- Item 2.** Downtown Foot Patrol Facility, located at 240 E. Houston St., San Antonio, Texas 78205. To schedule a site inspection, please contact the Police Department Special Projects Coordinator, George Pettit (210) 207-7563 or designated representative.
- Item 3.** Downtown Vehicle Storage Office Facility, 443 9th Street, San Antonio, Texas 78215. To schedule a site inspection, please contact Police Department Special Projects Coordinator, George Pettit (210) 207-7563, or designated representative.

Includes office building with seven (7) offices, and three (3) bay garage building.  
All work shall be accomplished between 8:00 A.M. and 12:00 P.M or as approved by the Police Department Special Projects Coordinator, George Pettit (210) 207-7563 or designated representative.

- Item 4.** Growdon Rd. Vehicle Impound/Storage Facility, 3625 Growdon Rd., San Antonio, Texas 78227.

Includes office and storage buildings. All work shall be accomplished between 12:00 A.M. and 6:30 A.M or as approved by the Police Special Projects Coordinator, George Pettit (210) 207-7563 or designated representative.

**ADDITIONAL INFORMATION:**

For technical information or site inspection please contact the Police Department - Facilities Special Projects Coordinator, George Pettit or at (210) 207-7615. For bidding instructions or questions, please contact Stephanie Criollo, Buyer at (210) 207-2825.

**INSURANCE:**

The contractor shall maintain, for the duration of this agreement and any extensions or renewals hereof, insurance by a company or companies qualified to do business in the State of Texas, and rated A- or better by A.M. Best Company and/or otherwise acceptable to the City, in the following types and amounts:

Type	Amount
*Workers Compensation Employer's Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
Commercial General (public) Liability Insurance to include coverage for the following: a. Premises operations b. Independent contractors c. Products/completed operations d. Personal Injury e. Contractual Liability f. Broad form property damage, to include fire legal liability	For <u>Bodily Injury</u> and <u>Property</u> <u>Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage  (f) \$50,000
Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily</u> <u>Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence

Contractor agrees that with respect to the above required insurance, all insurance contracts and Certificate(s) of Insurance will contain the following required provisions:

- Name the City and its officers, employees, volunteers, and elected representatives as additional insured as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City.
- \*Any alternate workers compensation employer's liability insurance plan submitted by the vendor must be approved by the City's Risk Management Dept.

Contractor shall provide the City with 30 days advance notice, in writing, of cancellation or material change in coverage.

**PRICE SCHEDULE****ITEM 1 - LAS PALMAS STORE FRONT** (service to be performed one (1) day per week)

- a. Cleaning Services: \$\_\_\_\_\_ **per Month**
- b. Carpet Shampoo: \$\_\_\_\_\_ **per Incident**
- c. Floor Strip/Wax Services: \$\_\_\_\_\_ **per Incident**

**ITEM 2 - DOWNTOWN FOOT PATROL FACILITY** (service to be performed five (5) days per week)

- a. Cleaning Services: \$\_\_\_\_\_ **per Month**
- b. Carpet Shampoo: \$\_\_\_\_\_ **per Incident**
- c. Floor Strip/Wax Services: \$\_\_\_\_\_ **per Incident**

**ITEM 3 - DOWNTOWN TRANSPORTATION UNIT** (service to be performed five (5) days per week)

- a. Cleaning Services: \$\_\_\_\_\_ **per Month**
- b. Carpet Shampoo: \$\_\_\_\_\_ **per Incident**
- c. Floor Strip/Wax Services: \$\_\_\_\_\_ **per Incident**

**ITEM 4 - GROWDON VEHICLE STORAGE OFFICE FACILITY** (service to be performed seven (7) days per week)

- a. Cleaning Services: \$\_\_\_\_\_ **per Month**
- b. Carpet Shampoo: \$\_\_\_\_\_ **per Incident**
- c. Floor Strip/Wax Services: \$\_\_\_\_\_ **per Incident**

**Statement:**

“Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7<sup>th</sup> business day after the date that the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) <<http://www.ethics.state.tx.us>>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2<sup>nd</sup> floor, 100 Military Plaza, San Antonio, TX 78205.”

**IMPORTANT MAILING INSTRUCTIONS:**

**MAIL TO:** CITY CLERK  
P.O. BOX 839966  
SAN ANTONIO, TX 78283-3966

**PHYSICAL ADDRESS:** CITY CLERK  
CITY HALL (COMMERCE ST. & FLORES ST.)  
100 MILITARY PLAZA, 2ND FLOOR  
SAN ANTONIO, TEXAS 78205

**MARK ENVELOPE:** "ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR POLICE  
FACILITIES"  
**BIDS TO BE OPENED: 2:00 P.M., OCTOBER 3, 2006.**  
**BID NO. A502-07-SC**

**REMARKS:**